

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

29 October 2012

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #12-084**

**\*\*\*AMENDED\*\*\***

**POSITION:** Materials Handler (D1950000) (WG-6907-05/06) EXCEPTED POSITION

**LOCATION:** 101st Logistics Readiness Squadron, Bangor, Maine

**SALARY RANGE:**

\$35,792 to \$41,740 per annum **WG-05**

\$37,712 to \$43,952 per annum **WG-06**

**CLOSING DATE:** 09 November 2012

**AREA OF CONSIDERATION:** First consideration will be given to all qualified permanent and indefinite Maine Air National Guard Enlisted Technicians who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Air National Guard Enlisted personnel who apply.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** This position may be filled at the WG-05 or WG-06 grade. If filled at the WG-05 grade, the individual selected may be promoted to WG-06 without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, or training which demonstrates the applicant's ability to compare item identification against receiving reports and issue request forms; skill in using hand trucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other hand tools; and to follow oral and written instructions.

**SPECIALIZED EXPERIENCE:** Must have twelve (12) months experience for WG-05 and eighteen (18) months experience for WG-06, education, and/or training which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

#### **WG-05**

1. Ability to perform common tasks such as receiving and processing of incoming and outgoing shipments under occasional supervision.
2. Skill in selecting and establishing specific locations for items.
3. Skill in examining items and cataloging by name, quantity, stock number, and location of stock.
4. Ability to read and interpret technical publications, manuals, and regulations.

#### **WG-06**

1. Ability to do the more difficult tasks, answer questions, and check the work performed at the next lower level.
2. Skill in setting up and rotating storage locations.
3. Skill in determining shortage and overage in inventory; inspecting items to determine fair wear and tear.
4. Ability to read and interpret technical publications, manuals, and regulations.

**COMPATIBILITY CRITERIA: AFSC: 2SXXX** **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

**MILITARY ASSIGNMENT: 2S0X1**

#### **SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:**

Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of a Materials Handler. **Must provide a copy of a transcript to receive consideration of substitution.**

**INCENTIVE PROGRAM:**

Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [HROTECH@me.ngb.army.mil](mailto:HROTECH@me.ngb.army.mil).

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY  
MSG, MEARNG  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in the Air National Guard, Mission Support Group, Logistics Readiness Squadron. The primary purpose of the position is to perform warehouse inspection, storage, and inventory of a wide variety of supply and equipment items, classified and sensitive items, War Consumables Distribution Objective (WCDO) items; selecting items to be issued, shipped, or transferred; conducting warehouse validations and inventories; maintaining central locator functions; performing warehouse inspection functions (i.e., shelf life, functional checks); and managing the staging area for delivery of items.

b. DUTIES AND RESPONSIBILITIES:

(1) Receives and processes notice to stock parts and equipment. Assures incoming materiel matches that of the accompanying documentation. Examines materiel for shortages, overages and obvious damage and coordinates any discrepancies with the Cargo Movement Element.

(2) Stores all in-warehouse supply and equipment items. Provides secure storage and handling of classified and sensitive items. Provides proper storage and handling of Electrostatic Discharge Items (ESD) in accordance with applicable technical orders and publications. Determines within the general warehousing plan how to arrange stock within the storage area. Stores items for convenience of handling and ease of movement. Assures stored items are protected from damage, deterioration, and pilferage. Schedules and maintains an aggressive surveillance inspection program for items in central storage to assure that all assets are ready for issue. Takes necessary action to control deterioration and/or corrosion of items in storage. Assures required tags, labels, and markings are affixed to property to reflect identity, status, and condition. Makes sure that technical data is retained when retagging items. Initiates inputs to add or delete warehouse locations on item records.

(3) Conducts periodic validation of warehouse locations. Responsible for the inventory and proper accounting of all in-warehouse assets. Performs special inventories as required.

(4) Selects items to be issued and/or shipped and transfers them to the Cargo Movement Element for subsequent delivery/shipment. Issues oldest items first when dated item control applies. Assures items requiring special handling (i.e., classified) are receipted for by authorized individuals.

(5) Inspects all classes of property for which the USPFO Accountable Officer has responsibility and/or accountability, including small arms, aircraft parts and components; motor vehicle parts; building and construction materials; special equipment; gasses, chemical, and wood products; packaged petroleum products; machines and communication equipment. Determines that materials are properly identified as to condition, identity, security, classification. Uses a variety of measuring devices, conversion charts to determine moisture factors on lumber and classification factors/special markings on gasses, chemicals and metals. Refers to contract

specifications, technical orders, manufacturers' catalogs, stock lists, FEDLOG, and other available guides in identifying material (inspects for deterioration and corrosion of all stocked items and initiates/recommends necessary action). Prepares reports for damaged or deficient condition. Prepares written replies for higher headquarters tasking.

(6) Monitors material suspect program to eliminate possible hazards or substandard material. Monitors petroleum/chemical materiel by regularly checking and inspecting all petroleum and chemical products stored to ensure test dates are within prescribed time frames. Coordinates with responsible agency by telephone, message, or correspondence to determine the serviceability of assets. Ensures all shelf life items are inspected quarterly for serviceability. Coordinates with base Medical Group's Bioenvironmental Health Technician on all hazardous items to ensure all items are identified on the item record. Monitors functional check program by coordinating inputs and routing items to the maintenance/supply liaison to ensure all functional check assets are ready for issue. Identifies and controls required Technical Order Compliance (TCTO), inventory, code and tags material in accordance with TCTO furnished by Maintenance Quality Assurance (QA). Endorses letter back to QA upon completion.

(7) Identifies incomplete items. Assigns applicable condition code, affixes tag, initiates requests for component items to restore to serviceable condition. Follows established guidelines in assignment of demilitarization codes for disposal items. Monitors demilitarization, required documentation, and transfer of items to disposal. Downgrades low dollar value property to scrap, prepares documentation and transfers to Cargo Movement Element for disposal for lot processing. Requests special inventory for items found on base.

(8) Manages the Precious Metals Recovery Program (PRMP).

(9) Assists in formulating policies and procedures to ensure proper management, security, and control of all supplies and equipment in storage. Ensures procedures are written that direct a resource protection survey be accomplished on designated controlled areas within prescribed time frames.

(10) Manages unserviceable holding area. Ensures disposition is received in a timely manner. Monitors Material Deficiency Reports (MDR) and Quality Deficiency Reports (QDR) pending disposition. Process turn-ins and Coordinates with Quality Assurance for disposition instructions.

(11) Trains all supply personnel requiring an inspector's stamp or those performing inspector duties, by signature. Some training may be accomplished during drill status.

(12) Assists in providing bench stock support to customer organizations.

(13) Performs other duties as assigned.